

**LAKE-SUMTER STATE COLLEGE**  
**BOARD RULE**

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**TITLE:** Records **NUMBER:** 2.10

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**AUTHORITY:** Florida Statutes 119.01; 1001.64 (43)(45) **PAGE:** 1 of 1

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**DATE ADOPTED:** 3/20/07

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**REFERS TO PROCEDURE NUMBER:** PRO 2-01

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1. The District Board, in accordance with Florida Statutes, State Board of Education Rules and Federal Regulations, shall be responsible for safekeeping, transmitting, reproducing, and destroying records that include, but are not limited to, correspondence, student academic and financial information, human resources information, District Board records and the financial records of the institution. This includes information stored physically and electronically.
2. The District Board shall authorize the President to appoint an Information/Security Officer who will ensure all practices with regard to Records are followed in accordance with Florida Statutes, State Board of Education Rules and Federal Regulations.

An information security plan will be developed and updated annually by the appropriate area division within the College.

History: New - 7/1/65  
Amended – 8/1/68, 9/12/73, 12/8/76, 6/19/96, 2/24/04, 3/20/07